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AUTHOR Waesche, Betty; Cargill, Katie
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ABSTRACT

Listed are general policies for handling periodicals and specific policies for their acquisition, renewal, and processing, as well as procedures for checking in and claiming periodicals and handling duplicate copies. Flowcharts accompany procedural statements for claiming and checking-in periodicals and for dealing with duplicates. Specific duties of library staff members responsible for periodicals are identified. Six appendices contain forms for (1) the request for replacement of damaged issues, (2) sample cards in the master serials record file and checklists for setting up a new serial title and those no longer received, (3) direct order for notice of duplication, (4) direct order for claiming issues ordered but not received, (5) periodical routing slip, and (6) master serials record card for documenting cancellation of a periodical. (RBF)

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SPOKANE COMMUNITY COLLEGE LIBRARY

SERIALS OPERATION HANDBOOK

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Betty K. Waesche

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Betty Waesche, Reference Librarian
Katie Cargill, Library Secretary
June, 1981

SERIALS OPERATION HANDBOOK

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GENERAL POLICY STATEMENTS

1. There are two serial records; the Guide to Periodicals, available in the library for the use of the staff and the public, and the Master Serials Record File, located in Technical Services. (See Appendix II).

2. Most periodicals are not presently catalogued. There is no present plan for binding them.

3. Some periodicals are available to library users on microform. At present, they are available for use in the library only.

4. Current periodical issues are placed in the stacks area, are routed, or are displayed in the Reading Room, from which they may not circulate.

5. Titles which are of professional interest may be routed to library staff members. (See Appendix V.) These periodicals are placed in the stacks when routing routines are completed.

6. Periodicals with a physical format which makes Reading Room display awkward are generally placed directly in the stacks. The Reference Librarian is consulted as to placement of new titles.

7. Necessary standing files and labels are prepared for new serial titles and/or title changes at point of check-in so they may move smoothly from mail bag to ultimate point of shelving and access by users.

8. There is no present limit to the number of periodicals which may be charged out by an individual; any periodical located in the stacks area may circulate. A library staff member or library aide must retrieve periodicals requested. Bound periodicals are non-circulating.

9. It is possible for library patrons to request periodicals and periodical articles through interlibrary loan. Materials needed to initiate such requests are located at the Circulation Desk.

ACQUISITIONS POLICY

1. The serial collection is intended to provide information and help to those involved with educational pursuits and to otherwise support and enrich the curriculum of the Spokane Community College.

2. Microform access to back volumes is considered for purchase if titles appear, through study of user demand, to have continuing reference value.

3. Selection and/or deselection of serials is based upon criteria such as:

   A. Presence or absence of special features: Indexes, Abstracts, Book Reviews, etc.

   B. Where is the serial indexed? How basic is the serial to its subject field?

C. Serial authority, accuracy, objectivity, currency.

D. Reviews available? Faculty/student recommendation?

E. Will serial's utilization be such that it should be available in the SCC library as well as other, local sources?

F. Does serial relate to total needs of the library's collection? How specialized is it? Does it contribute to a balance within the subject area? Within the collection?

4. Although outside opinion is encouraged, the ultimate responsibility for serials acquisitions lies with the librarian and the professional library staff.

RENEWAL POLICIES AND PROCEDURES

1. Indirect magazine orders are placed through the library periodical service, Faxon.

2. A three-year renewal plan has been initiated through them. Renewal service is automatic; Faxon is alerted by the Library Secretary if a decision has been made to drop a subscription.

3. Periodical titles are continuously screened and evaluated by the Reference Librarian, based upon a scale of value, cost, and usage criteria relative to basic, local acquisition policy and philosophy.

4. Direct order and membership renewals are initiated by the Library Secretary, after having alerted the Reference Librarian to the need to re-examine specific titles for renewal purposes.

5. The Library Secretary is alert to any previously direct subscriptions which Faxon has picked up. It is the policy of the library to subscribe to as many periodicals as possible through such an agency.

6. The common expiration date which the library has established with Faxon as a working goal is September.

TERMS AND SYMBOLS

SERIAL: A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. For the purposes of this handbook, "serials" includes periodicals, newspapers, and certain cumulations.

MASTER SERIALS RECORD FILE: A record of serial holdings, located in Technical Services. Filing is word by word, instead of letter. Example: Conservation Report comes before Conservationist.

GUIDE TO PERIODICALS: A published list of serial holdings (by title and subject) copies of which are widely dispersed on campus and made available for use in the library.

SYMBOLS USED IN UPDATING HOLDINGS

c = claim outstanding
rq = replacement requested
v = duplicate
c(date) = claim received (and date)
rr = replacement received
d = note of duplication sent
n = notification of continued service beyond expected date of cancellation

Blue Card = non-library subscription
Red Tag = direct order
Blue Tag = membership
Green Tag = free

PROCESSING PERIODICALS

General guidelines:

1. All frequently requested periodicals which are routinely received and subscribed to by the Spokane Community College Library are padded with proper security system self-stick labels. A list of these titles is located at point of periodical check-in.

2. All library serials receive a stamp of ownership on title page and/or cover.

3. There are some periodicals which have a book pocket affixed to an appropriate area before they leave the Technical Services area. The titles of these magazines may be found at point of serial check-in.

4. Care is taken that no pertinent information is obscured in processing periodicals (i.e., it may be necessary to stamp and/or affix library materials to ads, back covers, or in some cases, dispense with them altogether for the sake of the reading matter).

5. Expendable materials are routed to the Reading Room. Labels marked "Please leave on Reading Room table," located in lower periodical supply drawer, are affixed to the front of such materials. Such materials are routinely weeded by the Serials Technician, as Reading Room patrons have had the opportunity to examine them.

LIBRARY STAFF - DUTIES AND RESPONSIBILITIES

Reference Librarian

It is the responsibility of the Reference Librarian to establish procedures, suggest policies, screen selection and deselection of serial titles, and administer serial operations in all library areas (i.e. check-in, storage, etc.), supervising activity in each.

Serials Technician (At present, the Library Secretary is the acting Serials Technician.)

The Serials Technician is responsible for the receipt of serials and for the maintenance of the relative records. Some of her specific responsibilities are:

1. updating serial holdings,
2. maintaining periodical supplies,
3. maintaining record of direct orders, memberships, and accompanying publications,
4. alerting publishers/Faxon to duplicates,
5. claiming for missing issues,
6. requesting replacement of damaged issues,
7. maintaining accuracy of serial records,
8. correctly routing, displaying serials,

9. processing (i.e., padding, stamping, etc.) serials,
10. establishing records for new serial titles and title changes,
11. alerting Reference Librarian to renewal deadlines,
12. cancelling and initiating serial subscriptions, standing orders,
13. maintaining a Guide to Periodical update file.

SERIAL CHECK-IN PROCEDURAL STATEMENT

1. The acting Serials Technician is responsible for serial check-in.

2. Serials holdings are updated upon delivery and sorting of the daily mail. Date of receipt is noted in pencil on appropriate card, along with the appropriate number which is circled.

3. Serials can be pre-sorted into three groups: special handling/routing; periodicals; newspapers, and alphabetically arranged by title.

4. Arrival of duplicate is noted on file card with small pencil check. Duplicate issues are placed in the box marked "periodicals-duplicates."

5. If periodical arrives in damaged condition (readability of text is impaired), publisher is notified directly. A red "r" is entered on file card. (Appendix I)

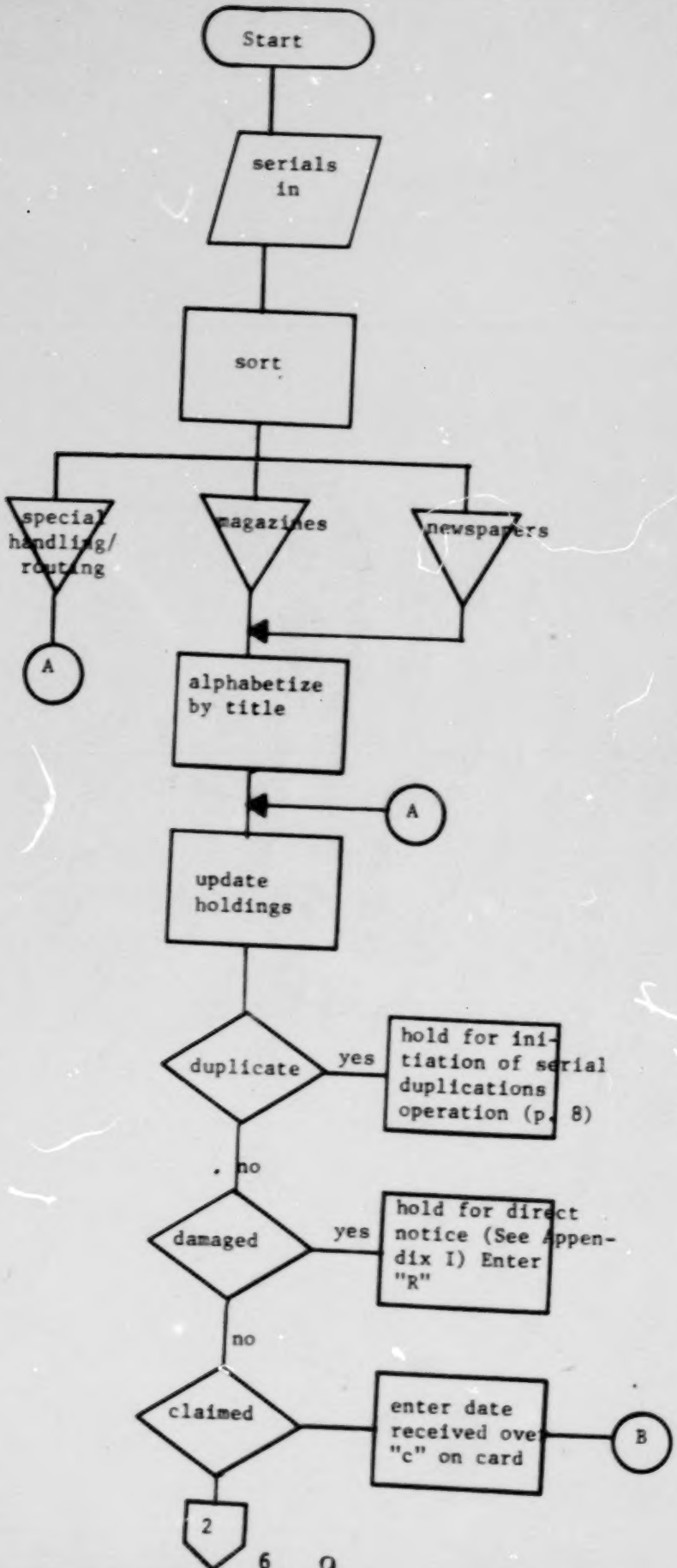
6. If special routing is indicated on file card, labeling and routing operations are initiated.

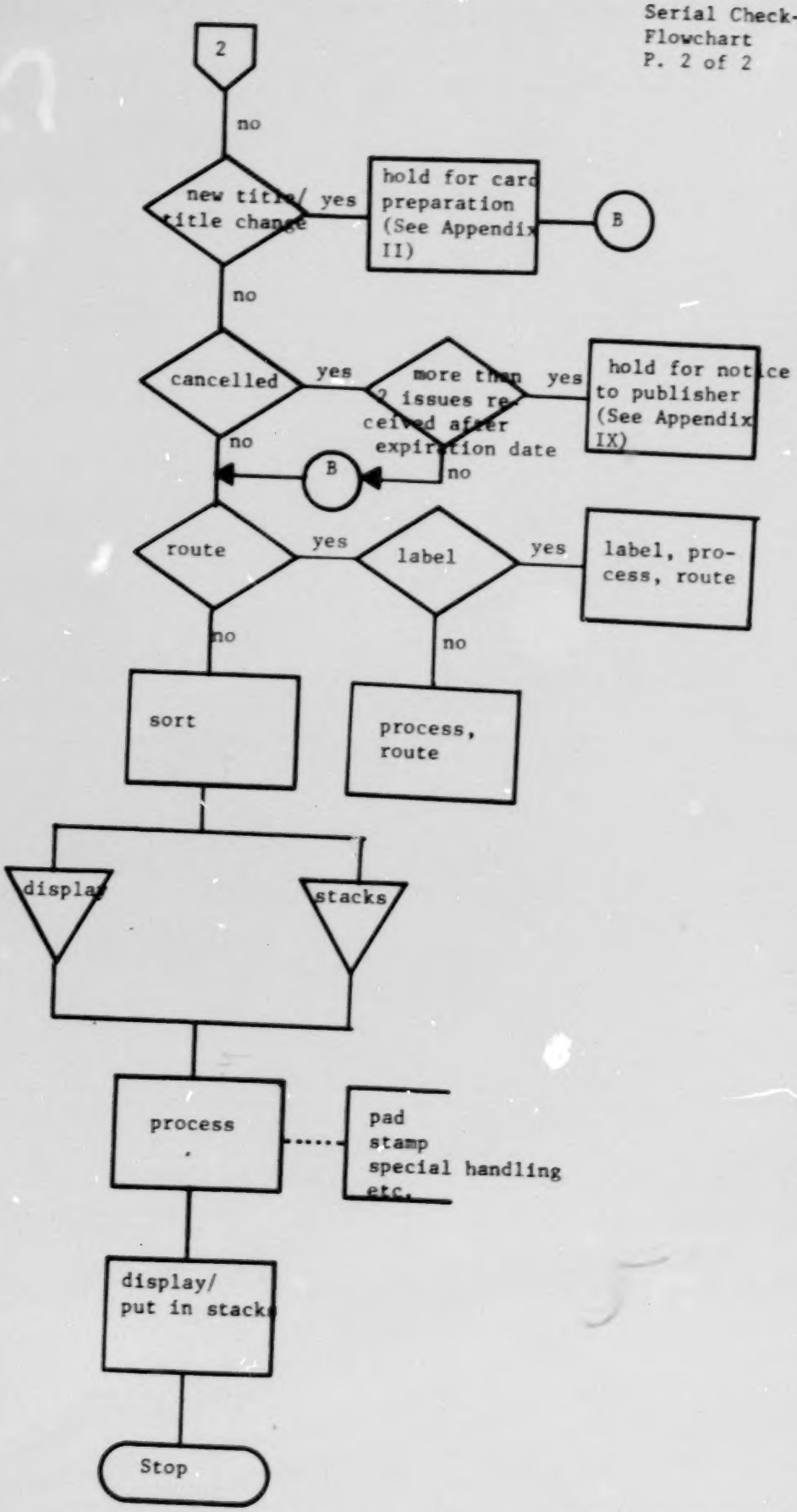
7. As serials holdings are updated, periodicals are sorted into two groups: periodical display and periodical stacks.

8. Periodicals are processed and sent on as indicated by the Master File record card or pertinent lists.

9. When a claimed issue of a periodical arrives, the arrival date is penciled over the red "c", which was entered when the claim was initiated.

10. When a periodical arrives and the title has been cancelled by us, it is checked in in the usual manner. A red "n" is entered, along with the date, on the third arrival of such a title and the publisher is alerted. (See Appendix VI.)

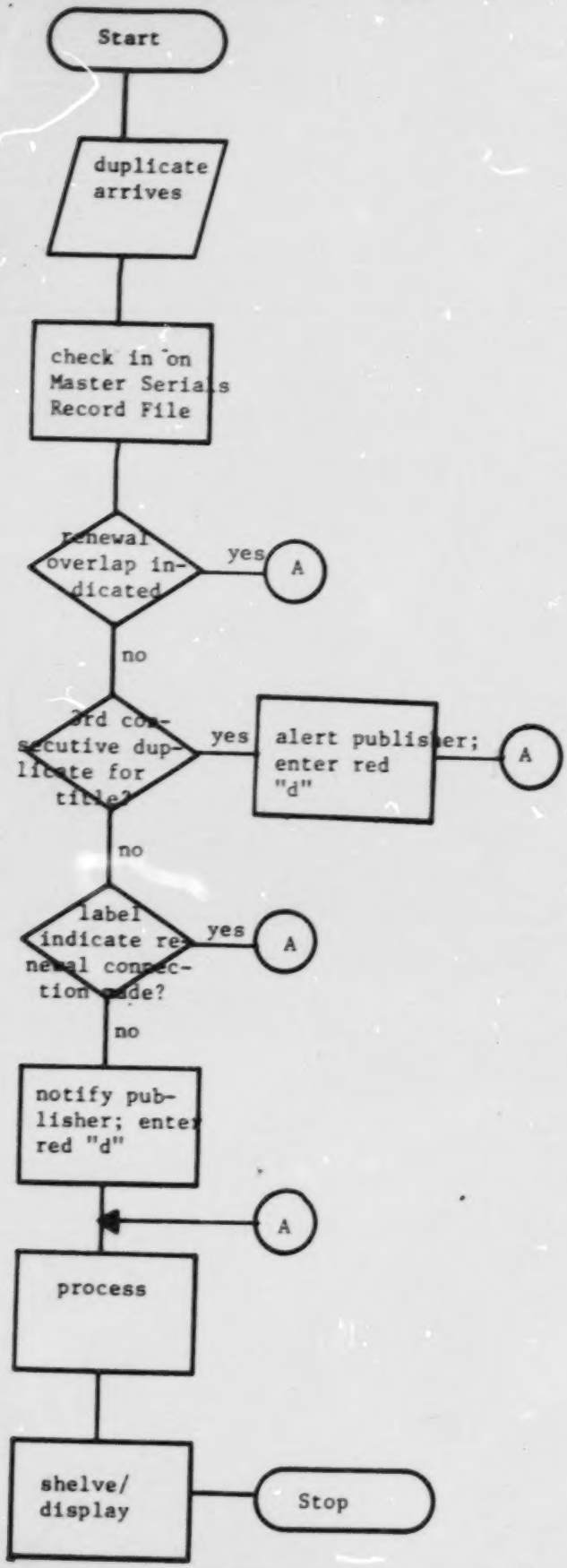

Start
serials in
sort
special handling/ routing
magazines
newspapers
A
alphabetize by title
A
update holdings
duplicate
yes
hold for initiation of serial duplications operation (p. 8)
no
damaged
yes
hold for direct notice (See Appendix I) Enter "R"
no
claimed
enter date received over "c" on card
B
2


2
no
new title/ title change
yes
hold for card preparation (See Appendix II)
B
no
cancelled
yes
more than 2 issues received after expiration date
yes
hold for notice to publisher (See Appendix IX)
no
B
no
route
yes
label
yes
label, process, route
no
no
sort
process, route
display
stacks
process
pad
stamp
special handling
etc.
display/ put in stacks
Stop

SERIAL DUPLICATES - PROCEDURAL STATEMENT

(Duplicate = a second or subsequent copy of title already entered in Master Serials Periodical Record File.)

1. Arrival of duplicate is noted on File card with small pencil check.
2. Labels on duplicates and duplicated issues are examined to assure they are library property.
3. If duplicate arrives for same title for three consecutive issues, labels are photocopied and Faxon/publisher is alerted to problem.
4. Form letters are used to alert publishers to duplicate problems. Copies of labels are enclosed. (See Appendix III.) Appropriate Faxon forms are used when agent is notified.
5. A small, red "d" is entered in the Master Serials Record File in the appropriate space on the card when Faxon/publisher has been so notified.


Start
duplicate arrives
check in on Master Serials Record File
Renewal overlap indicated
yes
A
no
3rd consecutive duplicate for title?
yes
alert publisher; enter red "d"
A
no
label indicate renewal connection code?
yes
A
no
notify publisher; enter red "d"
A
process
shelve/ display
Stop

CLAIMING SERIALS - PROCEDURAL STATEMENT

1. A check of Faxon serials is made at the end of the first week of each month to determine if claiming will be initiated.

2. Proper forms are filled out for missing issues.

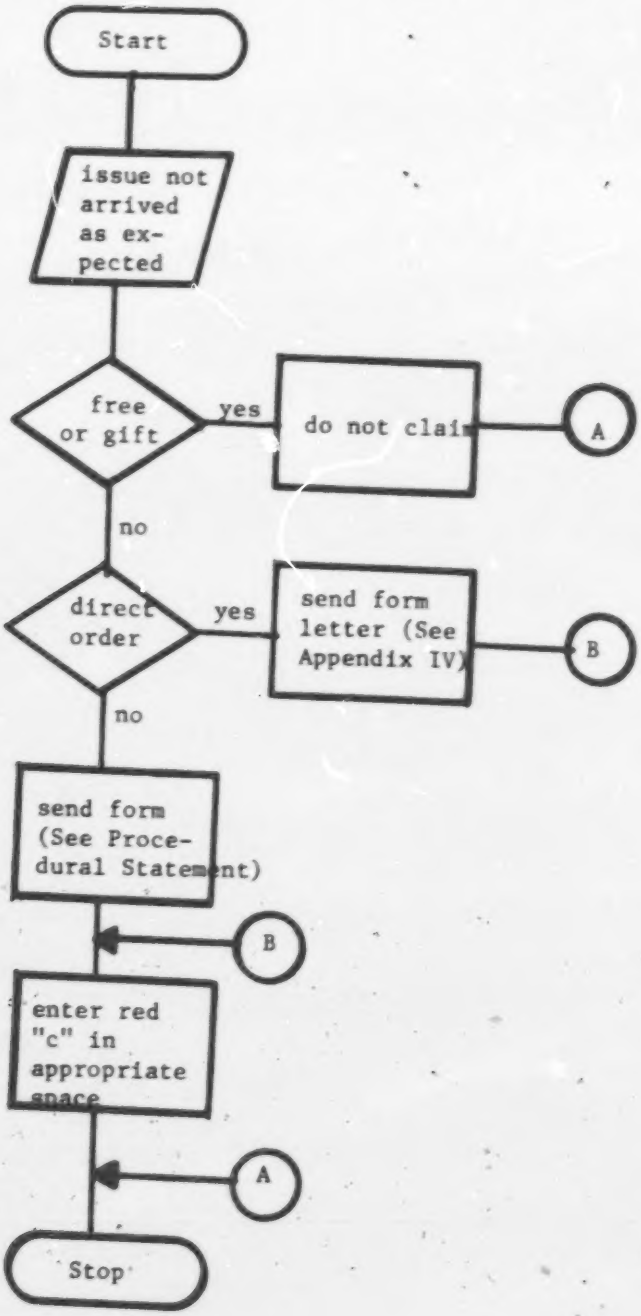
3. As forms are typed, a small red "c" is entered in the Master Serials Record File in the space for the missing issue.

4. Direct order claims for periodicals to which the library subscribes are made at the end of the third week of each month.

5. A form letter is used to alert publishers to missing issues; symbols are entered in the Master Serials Record File in the same manner as above. (See Appendix IV.)

6. No claiming is usually done for free and/or gift subscriptions.

Claiming Serials
Flowchart



APPENDIX I

Form letter - Request for replacement of damaged issue

DATE:

.
.
.
.

Dear Sirs:

We are writing to you in regard to the following subscription:

Damaged in shipping was the issue below:

We would appreciate it if you would send us another copy as soon as possible. The mailing label is enclosed.

Sincerely yours,

Katie Cargill
Spokane Community College Library

Enc.

APPENDIX II

Master Serials Record File, sample cards

ISSN:

Subscription Agent, Direct, Free?

CONTINUED BY:

CONTINUES:

Yr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan.																															
Feb.																															
Mar.																															
Apr.																															
May																															
Jun.																															
Jul.																															
Aug.																															
Sep.																															
Oct.																															
Nov.																															
Dec																															

COLLECTION:

Address

Route to:

Indexed	Notes

MICROFORM HOLDINGS

YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			1											
			2											
			3											
			4											
			5											
			1											
			2											
			3											
			4											
			5											
			1											
			2											
			3											
			4											
			5											

APPENDIX II - Con't.

Setting up a new serial title: a checklist

____ check origin of title (direct, Faxon, free)?

____ check file folder marked "Indexes"?

____ check routing preferences?

____ check microfilm availability?

____ enter title in update file for Guide to Periodicals?

____ type card for Master File?

____ make plastic label for Reading Room, if needed?

____ label Master File as to routing procedure (stacks, reading room, route, etc.)?

____ type label for standing file and set up for stack storage?

____ note ISSN on Master Card?

____ note frequency of publication?

____ note subject heading?

____ affix proper plastic tag to Master card? (i.e., red for direct order, etc.)

____ type starting date?

____ enter volume number?

____ type magazine title at lower edge of card?

____ Guide to Periodicals updated?

APPENDIX II - Con't.

Serials no longer received: a checklist

____ Enter closing date information in red on master card for title?

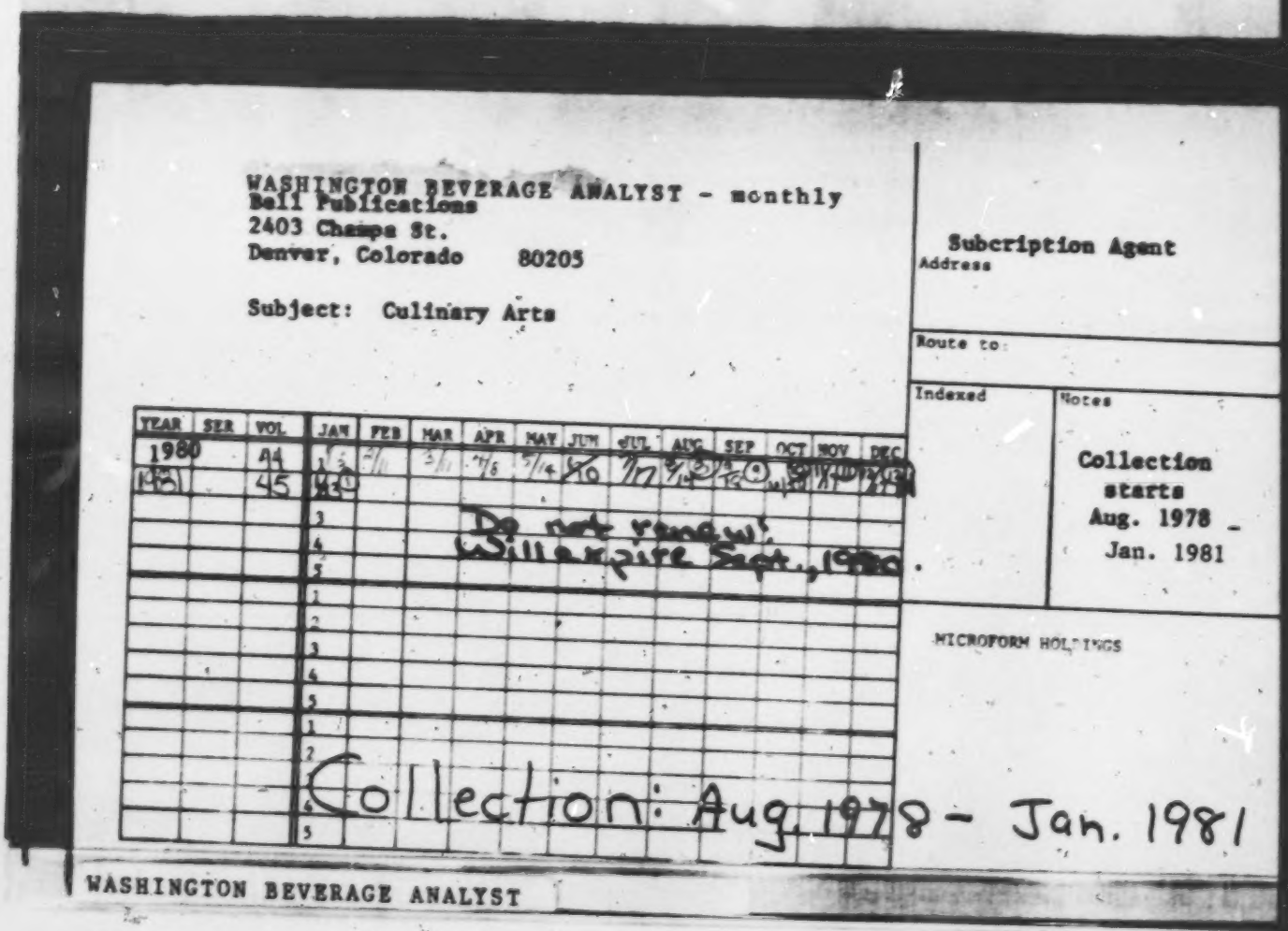
____ File master card in "No longer receiving" tray?

____ Remove Reading Room label, if title has been displayed?

____ Enter pertinent information in Guide To Periodicals update file?

____ Enter closing date on standing file label in periodical stacks? (Or alert Resource Technician to do so?)

Sample:



APPENDIX III

Form letter - Direct Order - Notice of duplication

DATE:

.
.
.

Dear Sirs:

We are writing to you regarding our subscription to:

Duplicate copies for the following issues have been received:

We would appreciate it if you would give this matter prompt attention and will expect a reply from you concerning it in the near future. Thank you.

Sincerely yours,

Katie Cargill
Spokane Community College Library

Enc.

APPENDIX IV

Form letter - Direct order - Claim

DATE:

.
.
.

Dear Sirs:

We are writing to you regarding our subscription to:

The following issues have not been received:

We would appreciate it if you would send these as soon as possible.
If they can nc longer be supplied, an explanation would be appreciated.
Thank you.

Sincerely yours,

Katie Cargill
Spokane Community College Library

APPENDIX V

Periodical Routing Slip

When routing periodicals:

1. Cross out the names of those who do not wish to receive title.
2. Attach routing slip to periodical by stapling.
3. Put periodical into mailbox of staff member on list.

Sample:

Periodical Routing Slip

When you have read the attached, please check off your name and forward to another staff member.

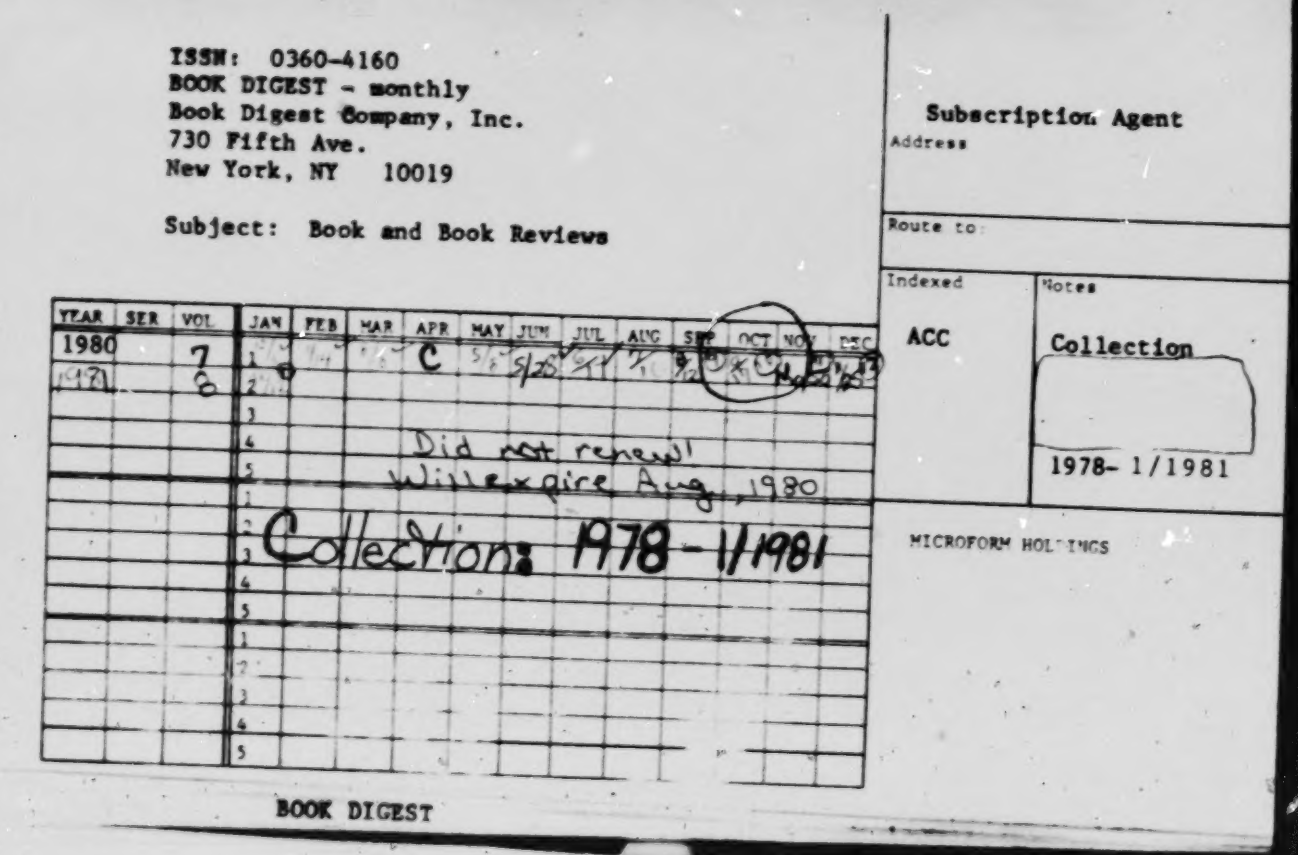
Verona	___	Jane	___
Carlyn	___	Jerry	___
Betty	___	Al	___
Bob	___	Chris	___
Charlotte	___	Arline	___
Sara	___	Katie	___
Ray	___		

Last person should return periodical to "Stacks" box.

APPENDIX VI

Master Serials Record Card (example: "n" entry)

When a periodical arrives which we have cancelled, it is checked in in the usual manner. Upon the third arrival of such a title, a red "n" is entered, along with the date, and the publisher is alerted.



ISSN: 0360-4160
BOOK DIGEST - monthly
Book Digest Company, Inc.
730 Fifth Ave.
New York, NY 10019

Subject: Book and Book Reviews

Subscription Agent
Address

Route to

Indexed: ACC

Notes: Collection

1978- 1/1981

MICROFORM HOLDINGS

YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1980		7	1			C								
(17)		8	2											
			3											
			4											
			5											
			1											
			2											
			3											
			4											
			5											
			1											
			2											
			3											
			4											
			5											

Did not renew! Will expire Aug, 1980

Collection: 1978 - 1/1981

BOOK DIGEST